

**Job Opening  
Mortar Board National Honor Society  
Summer Intern**



**Requirements:**

- Available to work 20 hours per week for a twelve-week period during the summer, which must include the week of July 19, 2010
- Must be available for travel to the 2010 Mortar Board National Conference July 21-25 in Chicago (flight and hotel arrangements will be paid by Mortar Board)

**Desired qualifications:**

- Computer proficiency including Microsoft Office, database and spreadsheet management
- Customer service experience
- Experience with event planning or management, or interest in learning more about it

**Duties:**

- Assist the Mortar Board National Honor Society staff attain a delegate for the conference for each of our 200+ chapters
- Compile registration information and travel plans for delegates
- Correspond with external personnel helping to facilitate the conference
- Organize materials for transfer to the hotel
- Work on logistical details such as seating charts for events, rooming lists for delegates, enlisting volunteers to help with event set-up, and confirming event details
- Assist with on-site set-up of conference sessions and events
- Help answer questions for delegates and give direction as needed
- Coordinate the evaluation process for the conference, including assisting with the design of the evaluation forms and tabulating statistics after the conference
- Help with post-conference follow-up as needed with vendors and attendees
- Contribute to next year's conference recommendations

**Salary:** \$10 per hour (part-time, 20 hours per week)

The deadline to apply is March 15, 2010. Please e-mail a résumé and cover letter expressing your interest to Assistant Executive Director Megan Stevens at [mstevens@mortarboard.org](mailto:mstevens@mortarboard.org).

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